



## Privacy Notice

### How Just Earth (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

### Data Controller

Just Earth Ltd is the data controller and responsible for your personal data.

### Why are we collecting your data?

We collect personal data to further the ministry of Just Earth, to provide relevant information to partners, to develop new partners, to monitor and assess the quality of our services, to fulfil our purposes as an organisation, for employee administration and pay roll, to maintain our own accounts and to comply with the law regarding data sharing.

In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

### The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth) i.e. sensitive personal data
- Financial details (for Tax payers who give regularly in order to reclaim tax on gift aid from HMRC)
- Employment details
- Legal requirement information (for safeguarding and Health and safety issues)

### Storing your data

We will comply with the legal obligations to keep your data secure and to protect personal data from loss, misuse, unauthorised access and disclosure. We will also ensure that

appropriate technical measures are in place.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation e.g. we must keep records for HMRC for 6 years. (see our Retention Policy)

Where information is no longer required we will ensure data is disposed of / deleted in a secure manner.

You can choose at any point to ask us to remove your data. This can be done by contacting [info@justearth.org](mailto:info@justearth.org).

### **Security of your data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those who need to know. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

### **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so, e.g. HMRC.

### **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Data Protection Lead at [info@justearth.org](mailto:info@justearth.org).

You also have the right to:

- Withdraw the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- lodge a complaint with the Information Commissioners Office (ICO) and also claim compensation for damages caused by a breach of the Data Protection regulations
- Correct or update your personal information.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact us at [info@justearth.org](mailto:info@justearth.org)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Lead.

Just Earth will review [this](#) Privacy Notice regularly. If there is any significant change in the way we process your personal information, we will provide a prominent notice on our web site or send you personal notification.

**Just Earth Directors**

**May 2018**